



BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-09 Title: Collection Development Board Approval Date: November 2022	Category: Operational Policy Replacing: Collection Development #1 – General Collect Dev. (2020) Year of next review: 2026
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PURPOSE:

The collections support the Library's mission to stimulate imagination and inquiry, through literature and reference, for culture and commerce. It is the goal of the Bracebridge Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats, where possible. This policy sets out the parameters for the development of the collections and decisions on the selection and withdrawal of materials and is the basis for collection evaluation, planning and budgeting.

Section 1: Scope and Size of the Collection

1. The Library provides a collection of books and materials that is responsive to the needs and interest of a diverse and evolving community:
 - a. including a variety of alternative formats
 - b. including multilingual materials in response to community need
2. The collections shall represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate the Library's endorsement of its content.
4. Although schools provide materials to meet the needs of their students, the library will make efforts to provide complementary materials and support for students of all ages.
5. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults, youth and children; magazines, picture books, board books, local history and local interest, adult literacy, select government documents and special collections.
6. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The Board delegates the responsibility for the collection to the CEO.
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following criteria:
 - a) recommendations by professional journals and reviewers
 - b) public demand
 - c) relationship of subject to existing collection
 - d) importance of subject matter in relation to community needs
 - e) authority or significance of author
 - f) quality of writing, production and illustrations
 - g) accessibility criteria and features
 - h) authority and standards of publisher

- i) suitability of format for library use
- j) Canadian content

Section 3: Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be delegated to other members of the staff.
3. Items will be withdrawn based on the staff's expertise and judgment.
4. Withdrawn material may be discarded, recycled, sold or donated, as appropriate.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Section 4: Gifts and Donations

1. The library accepts gifts of books, other materials, or money for the purchase of collection items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a definitive collection.
2. The same criteria of selection and withdrawing applied to purchased materials are also applied to gifts and donations.
3. Materials not added to the collection may be discarded, recycled, donated or sold.

Section 5: Requests from Members of the Community

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the Library's position that :
 - a) people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
 - b) it is the right of parents/guardians/caretakers to develop, interpret and enforce their own code of ethics upon their minor children.

PREVIOUS REVISIONS: Collection Development #1- General Collect Dev. (2020)

RELATED DOCUMENTS: FN-02: Intellectual Freedom; Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries*